

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department]  
[Financial Institution or Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Formal Demand for Reversal of Funds - Transaction ID: [Transaction Number]**

Dear [Recipient Name or Claims Department],

I am writing to formally demand the immediate reversal of a transaction involving my account [Account Number] that occurred on [Date of Transaction] in the amount of \$[Amount].

The basis for this reversal demand is as follows:

- [Reason 1: e.g., The transaction was unauthorized.]
- [Reason 2: e.g., The funds were sent to the incorrect recipient due to a technical error.]
- [Reason 3: e.g., The services/goods were never rendered as per the agreement.]

I have attached supporting documentation, including [List attachments such as receipts, screenshots, or police reports], which substantiate this claim. This letter serves as formal notice that the aforementioned funds were processed [erroneously/fraudulently] and must be returned to my account immediately.

Please acknowledge receipt of this demand within [Number, e.g., 5] business days and provide a specific timeline for when the funds will be credited back to my account. Failure to resolve this matter promptly may result in further action, including reporting to regulatory authorities or seeking legal counsel.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Signature]  
[Your Printed Name]